

INSTRUCTIONS

This form is to be used for pre-approval of any proposed expenditure of funds or indebtedness by Hobart Public Schools.

ACTIVITY ACCOUNTS – Maintained by Jalenda Yount, Activity Fund Custodian.

All activity account requests must be approved by all the following: 1) Building Principal and 2) Superintendent. The Athletic Activity requests must also be approved by the Athletic Director. Requests may be disapproved by any of the three.

FEDERAL PROGRAMS – Requires approval by all the following: 1) Federal Programs Director, 2) Building Principal, and 3) Superintendent. Requests may be disapproved by any of the three.

SPECIAL EDUCATION - Requires approval by all the following: 1) Special Education Coordinator, 2) Building Principal, and 3) Superintendent. Requests may be disapproved by any of the three.

CHILD NUTRITION - Requires approval by all the following: 1) Building Cafeteria Manager, 2) Building Principal, and 3) Superintendent. Requests may be disapproved by any of the three.

Routine expenditures from the Child Nutrition fund for food and supplies necessary for the day-to-day preparation of meals may be given final approval by the Building Cafeteria Manager.

GENERAL FUND AND ALL OTHERS – Requires approval by all the following: 1) Building Principal and 2) Superintendent. Requests may be disapproved by either.

EMERGENCY MAINTENANCE/REPAIR – In emergency situations, Building Principals are responsible for taking appropriate action. Lori Bennitt, Encumbrance Clerk, should be notified as soon as possible to record the type of emergency services required and from whom (e.g. a ruptured water line and the name of the plumber called).

A copy of the approved / disapproved request will be sent back through the appropriate personnel to the originator. The originator will place order unless other arrangements have been made.

General Fund: The approved request will be filed by the Encumbrance Clerk.

Activity Accounts: The approved request will be filed by the Activity Fund Sponsor.

The disapproved request will be filed in the Administration office.